

Re: Ontario Not-for-Profit Incorporation Charity

Please find attached:

1. Our price list;
2. The Incorporation Information Form;
3. Signature page for all the directors to sign.

The Ontario registration and filing fees for non-profit incorporation is \$235.00:

1. **\$155.00** (processing time **7~10 business days**)
2. **\$85.00** (electronic filing service fee).

Please choose N01 or N02 from the price list for our service fees. We accept major credit card or

Email Money Transfer (EMT).

- The proposed name must reflect the objects of the organization and must not infer that it could be a business corporation.
- Minimum Three directors are required; each director must be at least eighteen years of age. Please have all the directors sign on the last page (signature page). Please scan and email us a clear copy of your application forms.
- If you choose to incorporate using the Pre-approved Objects, please review the attached list of objects and they must be used word for word.
- If you choose to incorporate using your own objects, we have to submit your documents to The Office of Public Guardian and Trustee (OPGT) for review and approval first. The OPGT fee is: \$150.00 and the processing time is two weeks. Please provide on a separate sheet for **a list of the OBJECTS**: the objects should be a concise statement of the ultimate purpose of the corporation. It is advisable to keep the objects short but broad in nature. They should however, be sufficiently specific so as to avoid misinterpretation.

Should you have any questions please do not hesitate to contact us. Thank you very much.

Sincerely yours,

Sandra Chen / Susan Ding

Best Ontario Service Price

| GOVERNMENT FEES | Incorporation | Amendment | Restated | Revival | Business Name |
|----------------------|---------------|-----------|----------|----------|---------------|
| ONTARIO REGISTRATION | \$380.00 | \$235.00 | \$235.00 | \$415.00 | \$96.95 |
| FEDERAL REGISTRATION | \$200.00 | \$200.00 | \$200.00 | \$250.00 | N/A |

| ONTARIO INCORPORATION PACKAGE (Profit) & ONTARIO BUSINESS NAME REGISTRATION | | REG | HST | TOTAL |
|---|--|--------|-------|--------|
| <input type="checkbox"/> P01 | NUANS [®] Report, Articles Preparing, Incorporation Filing, Initial Return Filing | 195.00 | 25.35 | 220.35 |
| <input type="checkbox"/> P02 | NUANS [®] Report, Articles Preparing, Incorporation Filing, Initial Return Filing, Minute Book & Seal | 345.00 | 44.85 | 389.85 |
| <input type="checkbox"/> P03 | NUANS [®] Report, Articles Preparing, Incorporation Filing, Initial Return Filing & Seal | 270.00 | 35.10 | 305.10 |
| <input type="checkbox"/> P04 | Numbered Company Articles Preparing, Incorporation Filing, Initial Return Filing | 153.00 | 19.89 | 172.89 |
| <input type="checkbox"/> P05 | Numbered Company Articles Preparing, Incorporation Filing, Initial Return Filing, Minute Book & Seal | 303.00 | 39.39 | 342.39 |
| <input type="checkbox"/> P06 | Numbered Company Articles Preparing, Incorporation Filing, Initial Return Filing & Seal | 228.00 | 29.64 | 257.64 |
| <input type="checkbox"/> P07 | Corporation Amendment, Articles Preparing, Documents Filing | 195.00 | 25.35 | 220.35 |
| <input type="checkbox"/> P08 | Restated Articles of Incorporation, Article Preparing, Documents Filing | 195.00 | 25.35 | 220.35 |
| <input type="checkbox"/> P09 | Corporation Dissolution Articles Preparing, Documents Filing | 75.00 | 9.75 | 84.75 |
| <input type="checkbox"/> P10 | Corporation Revival Articles Preparing, Documents Filing | 195.00 | 25.35 | 220.35 |
| <input type="checkbox"/> P11 | Corporation Notice of Change (Form 1) Filing with Profile Report | 125.00 | 16.25 | 141.25 |
| <input type="checkbox"/> P12 | Ontario Initial Return (Form 2) - for Extra Provincial Corporation | 95.00 | 12.35 | 107.35 |
| <input type="checkbox"/> P13 | Ontario Sole Proprietorship / Partnership / Trade Name Registration | 75.00 | 9.75 | 84.75 |

| ONTARIO INCORPORATION PACKAGE (Not-for-Profit / Charitable) | | REG | HST | TOTAL |
|---|---|--------|-------|--------|
| <input type="checkbox"/> N01 | NUANS [®] Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return | 240.00 | 31.20 | 271.20 |
| <input type="checkbox"/> N02 | NUANS [®] Report, Non-Profit / Charity Article Preparing, Government Filing, Initial Return & Seal | 315.00 | 40.95 | 355.95 |

| FEDERAL INCORPORATION (Profit) | | REG | HST | TOTAL |
|--------------------------------|---|--------|-------|--------|
| <input type="checkbox"/> F01 | NUANS [®] Report, Federal Corporation Registration, Ontario Registration | 255.00 | 33.15 | 288.15 |
| <input type="checkbox"/> F02 | NUANS [®] Report, Federal Corporation Registration, Ontario Registration, Minute Book & Seal | 405.00 | 52.65 | 457.65 |
| <input type="checkbox"/> F03 | NUANS [®] Report, Federal Corporation Registration, Ontario Registration & Seal | 330.00 | 42.90 | 372.90 |
| <input type="checkbox"/> F04 | Numbered Federal Corporation Registration, Ontario Registration | 213.00 | 27.69 | 240.69 |
| <input type="checkbox"/> F05 | Numbered Federal Corporation Registration, Ontario Registration, Minute Book & Seal | 363.00 | 47.19 | 410.19 |
| <input type="checkbox"/> F06 | Numbered Federal Corporation Registration & Seal | 288.00 | 37.44 | 325.44 |
| <input type="checkbox"/> F07 | Federal Corporation Amendment | 200.00 | 26.00 | 226.00 |
| <input type="checkbox"/> F08 | Federal Corporation Revival | 255.00 | 33.15 | 288.15 |
| <input type="checkbox"/> F09 | Federal Corporation address change / directors change; profile report | 165.00 | 21.45 | 186.45 |

| SEARCH & REPORT | | REG | HST | TOTAL |
|------------------------------|---|-------|------|-------|
| <input type="checkbox"/> 101 | Ontario / Federal Corporate Name Search Report (NUANS [®]) – Standard Service | 42.00 | 5.46 | 47.46 |
| <input type="checkbox"/> 102 | Ontario Corporate Profile Search Report | 60.00 | 7.80 | 67.80 |
| <input type="checkbox"/> 103 | Ontario Corporate Microfiche - Copies of Documents | 60.00 | 7.80 | 67.80 |

| CORPORATE SUPPLIES | | REG | HST | TOTAL |
|------------------------------|---|--------|-------|--------|
| <input type="checkbox"/> 301 | Corporate Seal | 75.00 | 9.75 | 84.75 |
| <input type="checkbox"/> 302 | Minute Book Kit With Seal (Black Brief-case) | 150.00 | 19.50 | 169.50 |
| <input type="checkbox"/> 303 | Minute Book With Name Printed (Burgundy case) | 105.00 | 13.65 | 118.65 |
| <input type="checkbox"/> 304 | Minute Book Kit Without Seal (Black Brief-case) | 115.00 | 14.95 | 129.95 |
| <input type="checkbox"/> 305 | Minute Book Initializing/Updating | 115.00 | 14.95 | 129.95 |

Minister of Finance (Ontario) or
Receiver general of Canada (Federal)

\$

Payable to
Best Ontario Inc.

\$

CARD HOLDER'S NAME and SIGNATURE: _____

VISA MasterCard American Express

First Name: _____ Middle Initial: _____ Last Name: _____

Card Number: |__|__|__|__| |__|__|__|__| |__|__|__|__| |__|__|__|__| Expire Date: |__|__| / |__|__|

Security Code: _____

The Cardholder Signature: **X** _____

Please **sign here** to acknowledge by fax or email this order and agree to pay by the credit card.

Ontario Not-for-Profit Incorporation Information

Contact Name: _____ Tel: () _____ Cell: () _____ Date: _____

1. Proposed Corporation Name

List your proposed corporation names in a preferred order:

2. Object of the Corporation (please attach extra sheet)

3. Address of the Head Office of the Corporation

Suite/Apt./Unit: _____ Street No. & Name: _____

City: _____ Province: *ONTARIO* Postal Code: _____ Business Phone: () _____

4. Directors' Name and Directors' Address for Service

| | |
|-------|--|
| FIRST | First Name: _____ Middle Initial: _____ Last Name: _____ |
| | <input type="checkbox"/> Same as office address Suite: _____ Street No. & Name: _____ |
| | Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i> |
| | Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____ |

| | |
|--------|--|
| SECOND | First Name: _____ Middle Initial: _____ Last Name: _____ |
| | <input type="checkbox"/> Same as office address Suite: _____ Street No. & Name: _____ |
| | Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i> |
| | Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____ |

| | |
|-------|--|
| THIRD | First Name: _____ Middle Initial: _____ Last Name: _____ |
| | <input type="checkbox"/> Same as office address Suite: _____ Street No. & Name: _____ |
| | Canadian/Permanent Resident: <input type="checkbox"/> Yes <input type="checkbox"/> No Postal Code: _____ City: _____ Province: <input type="checkbox"/> <i>ONTARIO</i> |
| | Officer Position: <input type="checkbox"/> <i>President</i> <input type="checkbox"/> <i>Secretary</i> <input type="checkbox"/> <i>Treasurer</i> <input type="checkbox"/> <i>General Manager</i> <input type="checkbox"/> <i>Other:</i> _____ |

5. Extra Information

➤ Authorizing person Signature: **X** _____ Authorizing person Name: _____

➤ How to File the Article? *Standard Service (6-8 weeks)* *Expedited Service (7 business days)*

Email Address: _____

Would you like us to courier back your original documents? (The courier fee is \$20+Hst) YES NO, send by Canada Post regular mail

Delivery Address: _____

6. The names and address for service of the applicants:

4.

Nom et prénoms et domicile élu des requérants :

First name, middle names and
surname
*Prénom, autres Prénoms et nom de
famille*

Address for service, giving Street & No. or R.R. No., Municipality, Province,
Country and Postal Code
*Domicile élu, y compris la rue et le numéro, le numéro de la R.R. ou le
nom de la municipalité, la province, le pays et le code postal*

1. _____

2. _____

3. _____

This application is executed in duplicate.

La présente requête est faite en double exemplaire.

Signatures of applicants
Signature des requérants

1. _____

2. _____

3. _____

**Pre-Approved Object Clauses and Special Provisions for
Use in Incorporating a CHARITY**

1. Religious Organizations

- a) To advance and teach the religious tenets, doctrines, observances and culture associated with the (specify faith or religion) faith.

OR

- a) To preach and advance the teachings of the (specify faith or religion) faith and the religious tenets, doctrines, observances and culture associated with that faith.
- b) To establish, maintain and support a house of worship with services conducted in accordance with the tenets and doctrines of the (specify faith or religion) faith.
- c) To support and maintain missions and missionaries in order to propagate the (specify faith or religion) faith.
- d) To establish and maintain a religious school of instruction for children, youths and adults.

2. Religious Schools

- a) To establish and maintain a religious school of instruction for children, youths and adults.
- b) To establish and maintain a religious day school.

3. Foundations

To receive and maintain a fund or funds and to apply all or part of the principal and income therefrom, from time to time, to charitable Organizations that are also registered charities under the Income Tax Act (Canada).

4. **Services for Senior Citizens**

Senior Citizens Centres

- a) To relieve loneliness and isolation of the aged or to improve their mobility and fitness by establishing. Operating and maintaining a senior citizens centre to provide recreation. Education. Cultural activities and other programs for senior citizens.

Respite Services

- b) To provide respite to persons caring for aged persons by providing temporary care to aged persons and by providing such services as housekeeping. Meal preparation. Nursing and shopping assistance.

Home Care

- c) To provide support services for aged persons including personal care, housekeeping, meals, nursing and shopping assistance.

5. **International Development**

Relief of Poverty

- a) To relieve poverty in developing nations by providing food and other basic supplies to persons in need.

Health

- b) To develop or promote public health in developing nations by educating and instructing the public on prevention of, and curative measures for, health problems and by researching and documenting changes in the health of the community.

Drinking Water

- c) To improve the quality of drinking water in developing nations by constructing wells and water treatment, irrigation and sewage treatment systems.

Agriculture

- d) To improve skills in forestry, agriculture and horticulture and to assist in the preservation of the environment in developing nations.

Disaster Relief

- e) To provide necessities of life to victims of disasters.

6. Assistance for the Sexually/Physically Abused Child Abuse

Education

- a) To educate the public and professionals about prevention of, and responses to, child sexual abuse by offering courses, seminars, conferences and meetings and by collecting and disseminating information on that topic.

Counselling

- b) To assist those affected by child sexual abuse through counselling and treatment programs.

Spousal Abuse

- c) To educate the public and professionals about prevention of, and responses to, spousal abuse by offering courses, seminars, conferences, and meetings and by collecting and disseminating information on that topic.

Counselling

- d) To assist those affected by spousal abuse through counselling and treatment programs.

Shelters

- e) To provide affordable and secure housing for women who have been emotionally, physically or sexually abused or traumatized and for their children.

7. Relief of Poverty

To relieve poverty by providing food and other basic supplies to persons of low income, by establishing, operating and maintaining shelters for the homeless, and by providing counseling and other similar programs to relieve poverty.

8. Programs for Physically or Mentally Disabled

Residences

- a) To provide residential housing and a stable living environment to persons with disabilities.

Training Education and Counselling

- b) To provide life management counselling and other support services to assist persons with disabilities to become more independent in the community.
- c) To provide training for, and to assist in, the placement of persons with disabilities in employment.
- d) To provide support and encouragement to persons with disabilities by offering programs in individual development and integration into the community.
- e) To provide relief to persons with disabilities by developing and implementing recreation, education and social integration programs for the disabled.

Community Education

- f) To educate the public on debilitating conditions and the needs of persons with disabilities by providing seminars and by collecting and disseminating information of that topic.

9. Promotion of Health

Respite Services

- a) To provide respite to persons caring for aged, ill or disabled persons by providing temporary care to aged, ill or disabled persons and by providing such services as housekeeping, meal preparation, nursing and shopping assistance.

Home Care

- b) To provide support services for aged, ill or disabled persons including personal care, housekeeping, meals, nursing and shopping assistance.

Health Care Centre

- c) To operate a community health care centre by providing medical, health and support services for the general public.

Health Care Co-ordination

- d) To coordinate health care and social services for people with debilitating diseases, illnesses and conditions.

- e) To provide social services to persons with debilitating diseases, illnesses and conditions.

Research

- f) to conduct research into the causes, controls and cure of debilitating diseases, illnesses and conditions.

Mutual Support

- g) To provide support for those affected by debilitating diseases, illnesses and conditions by offering education and counselling and by establishing mutual support groups.

10. Substance Abuse

- a) To educate the public about the causes and effects of, and treatments for, substance abuse by offering courses, seminars, conferences and meetings and by collecting and disseminating information on that topic.
- b) To conduct research for the benefit of the public into the causes of, and treatments for, substance abuse.
- c) To coordinate health care and social support services for persons affected by substance abuse.
- d) To assist persons in coping with the effects of substance abuse by offering education and counselling and by establishing mutual support groups.
- e) To provide a treatment and recovery facility for substance abuse clients and to provide medical and social support services at the facility.

11. Preservation of the Environment

- a) To organize or participate in environmental projects designed to:
 - Preserve and protect flora and fauna;
 - Preserve, protect and restore rivers; or
 - Improve the urban environment.
- b) To educate and increase the public's understanding of the environment and its importance by offering courses, seminars, conferences and meetings and by collecting and disseminating information on that topic.

- c) To develop and provide programs promoting the protection and preservation of the environment through re-use, reduction, recycling and recovery of waste and to educate institutions, industries, businesses and individuals about efficient waste management systems.
- d) To conduct research relating to the environment and to disseminate the results of such research.

12. The Arts

- a) To educate and increase the public's understanding and appreciation of the arts by providing performances of an artistic nature in public places, senior citizens homes, churches, community centres and educational institutions and by providing seminars on topics relating to such performances.
- b) To provide instructional seminars on topics related to the performing and visual arts.
- c) To produce performing arts festivals for the purposes of educating and advancing the public's understanding and appreciation of performing arts and to educate artists through participation in such festivals and related workshops.

13. Community Centres, Immigrant Services, Literacy and Employment Training

- a) To establish and operate a community centre to be used for workshops, programs, athletics, drama, art, music, handicrafts, hobbies and recreation for the benefit of the general public.

Immigrant services

- b) To provide education, counselling and other support services for immigrants and refugees in need, including language instruction, employment training, job search programs, translation services and information programs on Canadian culture and life.

Employment preparation, training and counselling

- c) To establish, maintain and operate an employment training centre for needy unemployed and low skilled workers.
- d) To provide assistance to needy persons in drafting resumes, searching for employment and preparing for job interviews.

- e) To provide counselling to needy persons experiencing long term unemployment.
- f) To develop employment training and education programs for needy persons.

Literacy

- g) To provide literacy programs and classes to members of the public.
- h) To develop and provide education and training programs to persons who will conduct literacy training.

14. Low Cost Housing

To provide and operate non-profit residential accommodation and incidental facilities exclusively for:

- Persons of low income;
- Senior citizens primarily of low or modest income; or
- Disabled persons primarily of low or modest income.